

**SALEM SCHOOL CONSTRUCTION COMMITTEE  
SALEM, CONNECTICUT  
MEETING MINUTES  
NOVEMBER 06, 2013**

**PRESENT**

Elbert Burr/ Chairman  
Steven Buck  
Margaret Caron  
William Weinschenker

Cindy Noe/ Recording Secretary

**ABSENT**

Robert Green  
John Bernier

**GUESTS**

Donald Bourdeau  
Joseph Onofrio (Late)  
Tom Beebee  
Robert Washburn  
Jim Radic  
(Rapid Lock & Door)

**CALLED TO ORDER**

Elbert Burr called the meeting to order 7:09pm

**1. APPROVE MEETING MINUTES FROM OCTOBER 23, 2013 MEETING**

Minutes were approved with no changes. Margaret Caron abstained due to not being present at 10/23/2013 Meeting

**M/S/C- Weinschenker/Buck to approve minutes as presented.**

**Vote: Approved with Margaret Caron Abstaining**

**2. REVIEW CHANGE ORDERS 1-29**

Elbert Burr stated that change orders numbered 1,2,3,5r,6,7,8,10,14 and 15 were approved and that change orders 4,9,12, and 16 were either rejected or put on hold in the meeting minutes for the April 4, 2013 Meeting. Elbert Burr also stated that the minutes have yet to be approved. Discussion took place on approving the minutes but approval was put on hold until all committee members receive a copy to review.

Elbert Burr brought up discussion on change orders that were put on hold from the October 23, 2013 meeting. Change order 46 in the amount of \$18,479.67 is currently still on hold. Robert Washburn is still working with his electrical engineer to make sure all work was completed that is listed in change order. Change order 48 in the amount of \$53,899.20 has been refigured in Change order 48B in the amount of \$44,593.20. New change order 48B is included in the meeting minutes. Change order 48B is on hold until Donald Bourdeau obtains a quote from an outside contractor to compare pricing. Change order 55 in the amount of \$ 5,557.00 is still on hold. Tom Beebee is going to obtain a quote to compare pricing. Robert Washburn is also going to obtain a quote for plastic laminate and present to the committee. Change order 57 in the amount of \$5715.62 is still on hold. Robert Washburn is trying to get price lowered. Change order status handout is included in the meeting minutes.

**M/S/C- Weinschenker/Buck to table the approval of the April 4, 2013 meeting minutes until reviewed by all committee members.**

**Vote: Approved Unanimously**

### **3. REVIEW ARCHITECTS PUNCH LIST**

Review on hold until after November 7, 2013 2pm trailer meeting. Current Architects punch list dated 10/23/13 is included in the meeting minutes.

### **4. UPDATE ON BALANCE OF WORK DEFINED BY THE SCOPE OF THE WORK**

Guest Jim Radic from Rapid Door and Lock Service presented to the committee the new locking mechanism that was installed on the classrooms. In the presentation it was explained that all staff keys will open all classroom doors from the outside. Each classroom will also have a lockdown key that will lock the classroom doors from the inside of the classroom. The lockdown key eliminates the need for the teachers to go into the hall to lock their classroom doors. Steven Buck stated that he strongly disagrees with all of the staff keys being able to open all classrooms. Steven Buck felt that a key that opens all classroom room doors eliminates each teacher's sense of security for their personal belongings.

### **5. APPROVAL OF CURRENT BILLING**

The committee discussed additional invoices listed on the Salem School Construction Costs Miscellaneous list which is included with the meeting minutes.

**M/S/C- Buck/Caron to approve Burnetts Landscaping invoice number 315859 in the amount of \$539.00 for stump grinding.**

**Vote: Approved Unanimously**

**M/S/C- Caron/Weinschenker to approve Rapid Lock & Door invoice numbers 93867 (\$1639.15), 93866 (\$16,065.13), 93197 (\$2,734.81 and 93192 (2,506.00)**

**Vote: Approved with Steven Buck abstaining**

**M/S/C- Weinschenker/Buck to CT Computer Service invoice number 33148 in the amount of \$1450.00 with the stipulation that we try and get reimbursement from Millennium because the committee feels Millennium caused the damage.**

**Vote: Approved Unanimously**

### **6. ANY OTHER MATTERS PERTAINING TO THE CONSTRUCTION WORK OR PROGRESS**

The committee discussed the Salem School Renovation Program Cost Summary which is included in the meeting minutes.

Committee discussed a quote from Burnetts Landscaping in the amount of \$7750.00 to landscape the north side of the building along the driveway from front of school to the back. Committee decided to put discussion on hold till the spring.

Committee discussed potential credits from Fuss & O'Neill. Email from Kathleen Pane, project manager from Fuss & O'Neill, included with meeting minutes.

William Weinscheker and Steven Buck requested a detailed report, from Joseph Onofrio and Elbert Burr, stating the current reimbursement from the State of Connecticut on the Salem School Renovation Project.

Elbert Burr stated the next committee meeting will be Wednesday, November 20, 2013.

## **7. ADJOURNMENT**

**M/S/C- Weinschenker/Caron to adjourn meeting at 9:25**

**Vote: Approved Unanimously**

Respectfully Submitted

Cindy Noe

Recording Secretary

Unapproved